

## ***Saint Maria Goretti Facilities Use Procedures 5-2008***

### REQUESTING USE OF FACILITY

The Parish Administrative Assistant, Jennifer Downing at 867-3213, ext. 221, coordinates requests for use of parish facilities.

- A Facilities Use Request Form must be completed and submitted
  - A PDF form is located on our website at [www.smgonline.org](http://www.smgonline.org).
  - This may be faxed to 867-3663, mailed, or given to Jennifer during business office hours 8:00 AM to 5 PM M-F.
- If the school kitchen is to be used, a separate "*Kitchen Checklist*" form must be completed with the Kitchen Manager, Mary Ann Lowe. This form is on the website.
- The Facilities Use Request Form must be submitted at least (1) one week prior to the event/meeting. Late requests may not be accommodated.
- Children are to be in the same location (meeting area) as their parents. **AT NO TIME are children allowed to be in the hallways of the school or any other area without being accompanied by an adult.**
- Set up and clean up are to be handled by the group using the facility. Please respect and understand that our facilities maintenance personnel are here to provide custodial services for ongoing operational needs only.
- The ministry head will be solely responsible for adhering to all of the rules set forth by the SMG advisory councils and will be held accountable for any damages to the facility, should they occur.

### FOOD AND BEVERAGE

- All food and beverages will be provided by the group using the facility.
- Saint Maria Goretti is a Smoke Free and Alcohol Free facility.

### ENTRANCES AND PARKING

- Please do not park in the fire lane or on the circle.
- Enter and Exit from the School doors and Parish Office doors only.